

Anglo-American University

Code on Academic Representative Bodies

The academic representative bodies of AAU are:

- (a) Faculty Senate
- (b) Student Council
- (c) Alumni Council

A. Faculty Senate

1. General Provisions

- i. The Faculty Senate is comprised of permanent and adjunct faculty members democratically elected according to procedures set forth in this Code and governed according to its By-Laws.
- ii. The Faculty Senate sets its own By-Laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The President, Vice Presidents, Deans, and Directors of the University (henceforth the university administration), shall regularly consider, communicate, and consult with the Faculty Senate regarding all matters of concern related to the faculty, and take into account the views expressed by the Faculty Senate.
- iv. The Faculty Senate serves as a liaison between the faculty and the administration. This includes:
 - (a) assisting in developing and implementing the strategic plan of the university;
 - (b) informing, including, and representing faculty in discussions about university policies, procedures, compensation schemes, a system of benefits, and changes proposed by the university administration;
 - (c) making recommendations to the university administration regarding faculty issues and interests;
 - (d) and making recommendations to faculty and the university administration on policies to improve the university stature, reputation, and environment.
- v. The following matters must be submitted in advance to the Faculty Senate for review and comment:
 - (a) Implementation, substantial modification or termination of a degree program;
 - (b) Application for accreditation and reaccreditation;
 - (c) Establishment or elimination of a School or of a Department within a School;
 - (d) Amendments to the Academic Codex;
 - (e) Policies as listed in Principles and Procedures of the Academic Codex, section B "Policies implied by the Codex";
 - (f) Issuance of the Faculty Handbook, Student Handbook and Academic Calendar;
 - (g) Issuance of Honorary Degrees.
- vi. The Faculty Senate shall elect, in accordance with the provisions of article 92 (1) a) of the Higher education act, AAU representatives in the Assembly and in the Presidium of the Council of Higher Education Institutions of the Czech Republic.
- vii. The President of the Faculty Senate, or a duly appointed Czech-speaking proxy member of the Faculty Senate, serves as a representative to the Forum of Presidents of Academic Senates within the Council of Higher Education Institutions of the Czech Republic.
- viii. Meetings of the Faculty Senate are public and meeting minutes are shared on AAU intranet. A majority of the members present may vote to hold part of the meeting 'in camera' which means that the respective section of the minutes will not be published and stay confidential. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

1. Term and Eligibility

- i. The Faculty Senate has 12 members. The term of membership on the Faculty Senate is two years with no legal limitation to the number of terms for which a member may be reappointed.
- ii. Eligible members of the AAU faculty who may be elected to the Faculty Senate are all permanent and adjunct faculty members except for those in an administrative position that represents 51% or more of full-time appointment.
- iii. Any Faculty Senate member may resign, at any time, upon notice to the Faculty Senate President. The resignation shall take effect immediately upon receipt of such notice in writing or by electronic means.

- iv. The term of each member of the Faculty Senate terminates prematurely if the member resigns from the Faculty Senate, if the member becomes ineligible or ceases to be a faculty member, or if the member is expelled.
- v. A member of the Faculty Senate who fails to attend two or more regular consecutive meetings without reasonable justification, or consistently (and not occasionally) fails to participate in Faculty Senate business conducted electronically without reasonable justification, or in general neglects the duties and behavior of a Senator, can be given a warning by the President of the Faculty Senate. In case the member in question does not rectify their behavior within a reasonable time and/or is absent from a third consecutive regular meeting, the Faculty Senate, on the basis of a 2/3 majority of all members, may expel the member. The member must be given the opportunity to submit oral and written remarks to defend themselves.
- vi. If the term of a member of the Faculty Senate terminates prematurely, the Faculty Senate invites the respective alternate with the highest number of votes received in the last elections to accept membership in the Faculty Senate. In doing so, alternates from schools that have fewer (or no) representatives on the Faculty Senate have priority over alternates from schools that have more representatives. The term of the new member begins on a day when the invitation is accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept the invitation, a by-election will be held within 45 days. The call for nominations applies only to faculty members from schools that have no representative on the Faculty Senate. If all schools have a representative, the call only applies to faculty members from schools with fewer than two representatives. If no eligible faculty member stands for election by the deadline, or if all schools have two representatives, the call shall be extended to faculty members from all schools. The term of office of the alternate or the newly elected member of the Faculty Senate ends on the date on which the term of office of the replaced member should have ended.

2. Elections

- i. Faculty Senate general elections take place once in two years, during the first full week of October, for all 12 positions and hold internal elections for positions thereafter. The newly elected Faculty Senate begins its term one day after the certification of the results of the elections. The term of the outgoing Faculty Senate ends the day before the term of the new Faculty Senate begins. The outgoing Faculty Senate shall hold a joint meeting with the newly elected Faculty Senate after the elections, in order to ensure continuity of the work of the Faculty Senate.
- ii. The elections shall be administered by the Election Committee of the Faculty Senate with assistance from the Office of the Vice President for Academic Affairs, in cooperation with the Deans of Schools. The Election Committee shall have at least three members elected by the Faculty Senate from among the senators or other faculty members. If the elections (or a by-election) are not held within the timeframe defined by this Code, the elections are announced and administered by the Vice President for Academic Affairs.
- iii. The Faculty Senate shall send a call for nominations with a deadline for submission not shorter than two weeks. All eligible faculty may voluntarily become candidates by being nominated by another member of the AAU faculty by a nomination submitted to the Faculty Senate.
- iv. Vice President for Academic Affairs or the Vice President's designee shall check eligibility of each candidate. AAU faculty members with joint appointments between two or more Schools shall only be eligible in their primary School. All disputes regarding eligibility shall be determined by the Vice President for Academic Affairs. The Vice President will also have a voter list prepared and certifies it prior to the election.
- v. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each AAU permanent and adjunct faculty member may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates.
- vi. For each School, the candidate with the most votes is elected, provided that there is such a candidate. The candidates with the highest number of votes are elected to remaining seats. Other candidates become alternates. In the event of a tie, the order shall be decided by drawing lots. The alternation is valid both for a seat for the respective school and for a seat at large.
- vii. The Election Committee of the Faculty Senate shall certify and announce the results of the elections in accordance with the Faculty Senate By-Laws after consultation with the Vice President for Academic Affairs.
- viii. If not all seats of the Faculty Senate are filled after an election, a by-election will be held within 30 days.
- ix. If the elections do not take place or are not valid, new elections will be held without undue delay. This procedure must be repeated until a new Faculty Senate is named.

B. Student Council

1. General Provisions

- i. The Student Council is comprised of AAU degree seeking students in good standing elected from among and by AAU students according to procedures set forth in this Code.
- ii. The Student Council adopts its own by-laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The Student Council shall elect, in accordance with the provisions of Section 92 (1) a) of the Higher Education Act a student representative in the Student Chamber of the Council of Higher Education Institutions of the Czech Republic and/or their substitute from the students in good academic standing.
- iv. The President, or their designees, shall regularly consult with the Student Council regarding significant matters related to students.
- v. Meetings of the Student Council are public and meeting minutes are shared on AAU intranet. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

2. Term and Eligibility

- i. The Student Council has 10 members. The term of membership on the Student Council is one year with no legal limitation to the number of terms for which a member may be reappointed.
- ii. Eligible students who may be elected to the Student Council are all degree seeking students in good standing, i.e., students that have a student status, that are not on disciplinary or academic probation and are in good financial standing with the University.
- iii. Any Student Council member may resign, at any time, upon notice to the Student Council President. The resignation shall take effect immediately upon receipt of such notice in writing or by electronic means.
- iv. The term of each member of the Student Council terminates prematurely if the member resigns from the Student Council, if the member becomes ineligible or ceases to be a degree seeking student, or if the member is expelled .
- v. At any meeting of the Student Council, by vote of two thirds of all members, any Student Council member may be expelled for misconduct, incapacity, neglect of duty, or other proper cause; provided that the member shall have been given notice of the proposed expulsion, the reasons, and an opportunity to be heard thereon, and further, that no such expulsion shall be voted on without proof established by a preponderance of evidence, as determined by the Student Council. All such matters of expulsion shall first be referred to the Student Council President.
- vi. If the term of a member of the Student Council terminates prematurely, the Student Council invites the alternate with the highest number of votes received in the last elections to accept membership in the Student Council. In doing so, alternates from schools that have fewer (or no) representatives on the Student Council have priority over alternates from schools that have more representatives. The term of the new member begins on a day the invitation is accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept the invitation, a by-election will be held within 45 days. The call for nominations applies only to students from schools that have no representative on the Student Council. If no eligible student stands for election by the deadline, or if all schools have a representative, the call shall be extended to students from all schools. The term of office of the alternate or the newly elected member of the Student Council ends on the date on which the term of office of the replaced member should have ended.

3. Elections

- i. Student Council general elections take place once a year, at the end of the Spring term (typically in May), for all 10 positions and hold internal elections for positions thereafter. The newly elected Student Council begins its term one day after the certification of the results of the elections. The term of the outgoing Student Council ends the day before the term of the new Student Council begins. The outgoing Student Council shall hold a joint meeting with the newly elected Student Council after the elections, in order to ensure continuity of the work of the Student Council.
- ii. The elections shall be administered by the Student Council with assistance and oversight from the Dean of Students or designee. If the elections (or a by-election) are not held within the timeframe defined by this Code, the elections are announced and administered by the Dean of Students.
- iii. The Student Council sends a call for nominations with a deadline for submission not shorter than two weeks. All eligible students may voluntarily become candidates for the Student Council by a nomination submitted to the Dean of Students or designee, who determines candidate eligibility according to criteria listed above.

- iv. Dean of Students or the Dean's designee shall check eligibility of each candidate. Students who study at more than one school are eligible at the School at which they enrolled earlier. All disputes regarding eligibility shall be determined by the Dean of Students. The Dean of Students will also have a voter list prepared and certifies it prior to the election.
- v. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each voter may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates.
- vi. For each School, the candidate with the most votes is elected, provided that there is such a candidate. The candidates with the highest number of votes are elected to remaining seats. Other candidates become alternates. In the event of a tie, the order shall be decided by drawing lots. The alternation is valid both for a seat for the respective school and for a seat at large.
- vii. The Dean of Students shall certify and the Student Council announce the results of the elections.
- viii. If not all seats of the Student Council are filled after an election, a by-election will be held within 30 days.
- ix. If the elections do not take place or are not valid, new elections will be held without undue delay. This procedure must be repeated until a new Student Council is named.

4. Faculty and Staff Advisor

The Faculty Senate will appoint a faculty member whose role shall be to assist the Student Council in matters of mutual concern. The Dean of Students appoints a member of staff to inform, counsel and guide the Student Council.

C. Alumni Council

1. General Provisions

- i. The Alumni Council is comprised of individuals elected from among and by the AAU Alumni Community (i.e., individuals in good financial, academic and disciplinary standing upon departure from the University, who have been awarded academic credit at AAU) according to procedures set forth in this Code.
- ii. The Alumni Council adopts its own By-Laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The President, or their designee, shall regularly consult with the Alumni Council regarding significant matters related to the alumni. A representative of Alumni Council shall sit on various committees as requested. Alumni Council shall consult with the President as needed to discuss matters unrelated to committees which they sit on.
- iv. Meetings of the Alumni Council are public and meeting minutes are shared on AAU intranet. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

2. Term and Eligibility

- i. The Alumni Council has five members. At least one member of the Alumni Council must be a recent member (i.e., have graduated at most two years prior the nomination) of the AAU Alumni Community.
- ii. Eligible members of the AAU Alumni Community who may be elected to the Alumni Council are all members of the AAU Alumni Community, who are either based in Prague or can participate remotely via digital means.
- iii. A member of the Alumni Council cannot be simultaneously a member of, nor have family or personal relations to any member of the Board of Trustees of AAU, and cannot be a current student or a permanent employee of AAU.
- iv. The term of office of an Alumni Council member shall be three years with no legal limitation to the number of terms for which a member may be reappointed.
- v. Any Alumni Council member may resign, at any time, upon notice to the Chairperson. The resignation shall take effect immediately upon receipt of such notice to the Alumni Council Secretary in writing or by electronic means.
- vi. The term of each member of the Alumni Council terminates prematurely if the member becomes ineligible. At any meeting of the Alumni Council, by vote of absolute majority, any Alumni Council member may be removed for misconduct, incapacity, neglect of duty, or other proper cause; provided, however, that the member shall have been given notice of any such proposed removal, the reasons, and an opportunity to be heard thereon and, further, that no such removal shall be voted except upon proof established by a preponderance of the evidence, as determined by the Alumni Council. All such matters of removal shall first be referred to the Alumni Council Chairperson and the Alumni Council Secretary.
- vii. If the term of a member of the Alumni Council terminates prematurely, the Alumni Council invites the alternate with the highest number of votes received in the last elections to accept membership in the Alumni Council. If the

departing member was the last representative of recent members of the AAU Alumni community on the Alumni Council, only recent members of the AAU Alumni community are eligible. The term of the new member begins on a day when the invitation was accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept nomination, a by-election will be held within 30 days via means of electronic communication. The term of office of the alternate or the newly elected member of the Alumni Council ends on the date on which the term of office of the replaced member should have ended.

3. Elections

- i. Alumni Council general elections take place once in three years, in January, for all five positions and hold internal elections for positions thereafter. The newly elected Alumni Council begins its term one day after the certification of the results of the elections. The term of the outgoing Alumni Council ends the day before the term of the new Alumni Council begins. The outgoing Alumni Council shall hold a joint meeting with the newly elected Alumni Council after the elections, in order to ensure continuity of the work of the Alumni Council.
- ii. The Elections procedure shall begin in December prior to the January Elections. The Alumni Council Secretary shall send an email to the AAU Alumni Community members, announcing the elections and stating the requirements for the Alumni Council membership. Members of the AAU Alumni Community can nominate themselves or one another. The nomination period will be no less than 14 days and no longer than 30 days.
- iii. The Alumni Council Secretary will collect nominations and contact proposed individuals to determine whether they fit the requirements and would like to run.
- iv. The Alumni Council Secretary shall email out an electronic ballot to the Alumni Community. The anonymous ballot will only be functional to those with a registered email address provided on the Alumni Community mailing list. Results will be tallied and announced by the Alumni Council Secretary in seven days after the Elections at the latest.
- v. Each voter may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates. The elections will be valid only if at least 30 members of the AAU Alumni Community will cast a valid ballot.
- vi. The five candidates with the most votes will be named as the new Alumni Council. If the five candidates with the highest number of votes do not include a recent member of the AAU Alumni community, then only four seats are filled by the candidates with the highest number of votes and one seat is filled by the recent member of the AAU Alumni community with the highest number of votes. In the event of a tie, the order shall be decided by a lot organized by the Alumni Council Secretary under the supervision of the current Alumni Council members.
- vii. The Alumni Council shall certify and announce the results of the elections in accordance with the By-Laws after consultation with the Vice President for Institutional Advancement.
- viii. If not all seats of the Alumni Council are filled after an election, a by-election will be held within 30 days.
- ix. If the Elections do not take place or are not valid, new Elections will be held without undue delay. This procedure must be repeated until a new Alumni Council is named.

3. Alumni Council Secretary

- i. The Alumni Council Secretary shall be a designee appointed by the management of the AAU. The Alumni Council Secretary shall be a permanent guest of the Alumni Council meetings.
- ii. The Alumni Council Secretary shall be responsible for:
 - (a) Communication between the Alumni Council and the AAU, and within the Alumni Council, and for supporting the work of the Alumni Council;
 - (b) Keeping accurate minutes of the Alumni Council;
 - (c) Publishing the Alumni Council minutes on the AAU intranet;
 - (d) Sending out the minutes of the Alumni Council meetings to the Alumni Council members as soon as possible after the meeting and no later than 10 days after the meeting.

D. Effectiveness

This Code was approved by the Board of Trustees on June 12, 2023 and comes into effect forthwith. On the effective date, the Code approved on June 13, 2022 shall be repealed.